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DRAFT 4 September 2001
Terms of Reference
for the
Navigator of the Navy (CNO N096)
Ad Hoc Working Group for Implementation of
Electronic Chart, Display and Information System – Navy (ECDIS-N)

1. Introduction. This document provides the implementing details of the CNO N096 Ad Hoc Working Group for Implementation of Electronic Chart, Display and Information System – Navy (ECDIS-N) and describes the membership, organization, roles, responsibilities, and mode of operation. The Group is formed to facilitate implementation by the end of FY-02 of an ECDIS-N aboard every ship and submarine in the deploying LINCOLN & GEORGE WASHINGTON Battle Groups (BATGRU), NASSAU &BELLEAU Wood Amphibious Ready Groups (ARG).

2. Organisation and Mission. Membership of the Working Group will consist of CNO resource sponsors, CINCLANTFLT/ CINCPACFLT requirements sponsors, type commanders, PEO and Systems Command program managers, training activities and NIMA production/maintenance/ updating personnel associated with implementation of the ECDIS-N capability.   The group is not limited in size but should include all the appropriate stake holders. The Group is an advisory committee that will serve as a sounding board and discussion group for identifying, resolving issues and making recommendations. The Group will meet at least quarterly. The primary focus is the further development and tracking of the ECDIS-N Plan of Action and Milestones (POA&M) that was presented at the Lincoln and GW BATGRU ECDIS-N Installation, Training, and Certification Conference, 6-7 September, 2001.   Work will include identification of issues and determine solutions associated with the deploying BATGRUs POA&M, preparation of 'read-aheads', participation in the meetings, and review of materials. Membership is at the discretion of the Chair. The Group will be terminated upon completion of ECDIS-N installation aboard the LINCOLN and GEORGE WASHINGTON BATGRUs.

3. Roles and Responsibilities. Specific roles and responsibilities of individual SMET members include, but are not necessarily limited to:

       Chair:
- Shall be CNO N096BN
- Schedules, convenes, and presides at meetings of the team.
- Serves as the primary point of contact between the Working Group and the Navigator of the Navy, CNO (N096).
- Assigns members, coordinates, and manages efforts of the team.
- Reports minutes and recommendations to the Navigator of the Navy, CNO (N096).

Executive Secretary:
- Shall be CNO N096BN4
- Records and maintains official minutes of the meetings.
- Maintains official records of actions and recommendations.
- Assists the Chair in preparing correspondence with activities external to the team.

Members:
- Attend meetings (including via video teleconference or conference calls)
- Present discussion items to the Chair.
- Identify opportunities for collaborative efforts
- Recommend representatives for Group membership

4. The members of the Ad Hoc Working Group are:

Chair	CAPT Dan Soper CNO (N096BN)
Executive Secretary	Ken Austin CNO (N096BN4)
Member	CNO N6 Representative
Member	CNO N78 Representative
Member	CNO N77 Representative
Member	CNO N76 Representative
Member	CNO N75 Representative
Member	SPAWAR PMW 156 Representative
Member	SPAWAR PMW 34B Representative
Member	NIMA DNC/TOD Production and Maintenance Representative
Member	NIMA DNC VDU Representative
Member	PEO EXW/NAVSEA PMS 440 Representative
Member	PEO TSC/PMS 400 Representative
Member	CNET Representative
Member	CINCLANTFLT N3 Representative
Member	CINCPACFLT Representative
Member	COMGRUDESGRU Two Representative
Member	COMGRUDESGRU ThreeRepresentative
Member	COMNAVSURFPAC N8 Representative
Member	COMSUBLANT N7 Representative